



Add a Network Printer in Windows

Quick Reference Guide

Introduction

This document provides the steps necessary for a user to add a network printer in Windows.

Steps

Open Printers and Faxes Window

1. Click **start** on the Windows taskbar (Figure 1).
2. Select the **Printers and Faxes** option to open it.

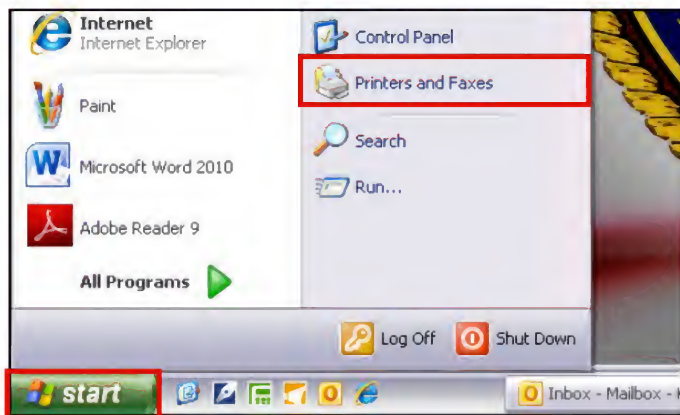


Figure 1

3. Determine whether the network printer already appears in the installed printers and faxes listing (Figure 2). If it is, proceed to step 14. If it is not in the listing, proceed to step 4.

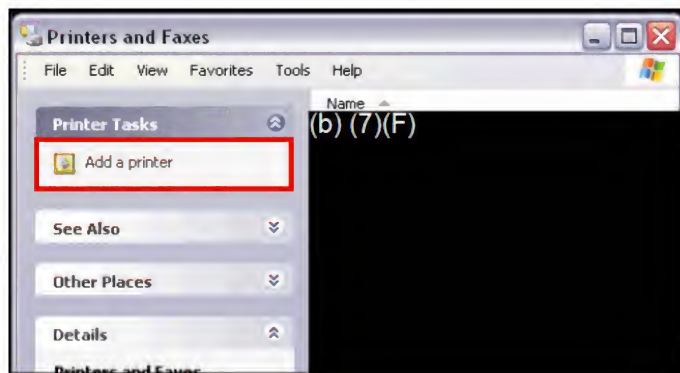


Figure 2

Use the Add Printer Wizard

4. Under Printer Tasks, click **Add a printer** to open the Add Printer Wizard. (Figure 3). Click **Next** on the Add Printer Wizard to start the setup.



Figure 3

5. Verify the option for **A network printer, or a printer attached to another computer** is selected (Figure 4). Click **Next**.

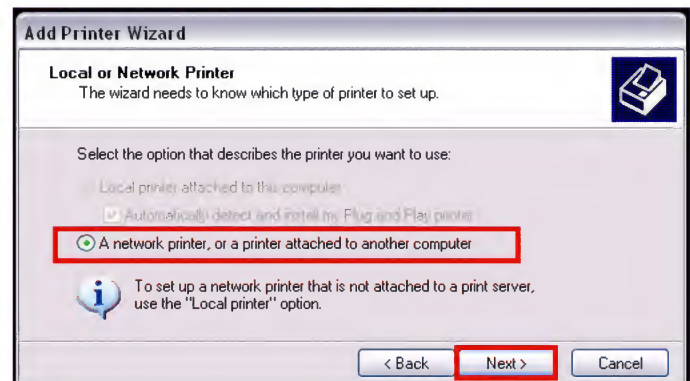


Figure 4

6. Verify the option **Find a printer in the directory** is selected (Figure 5). Click **Next**.

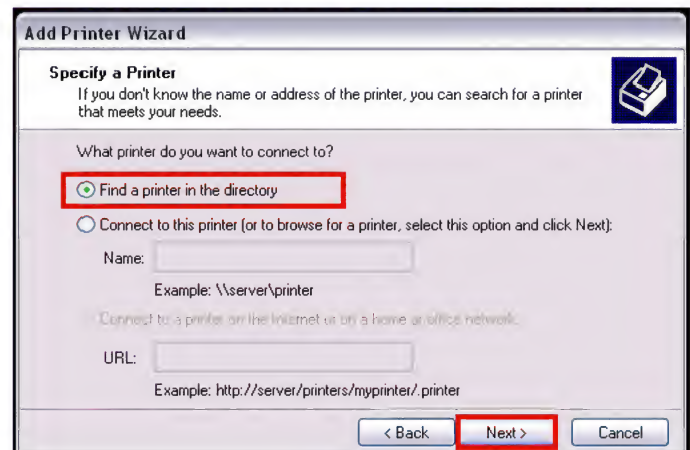


Figure 5



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7. The Find Printers window opens (Figure 6).
Click **Find Now**.

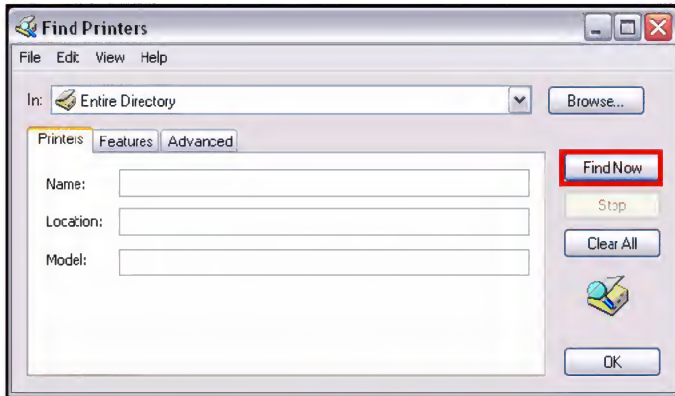


Figure 6

8. The list of printers in EOIR opens (Figure 7).

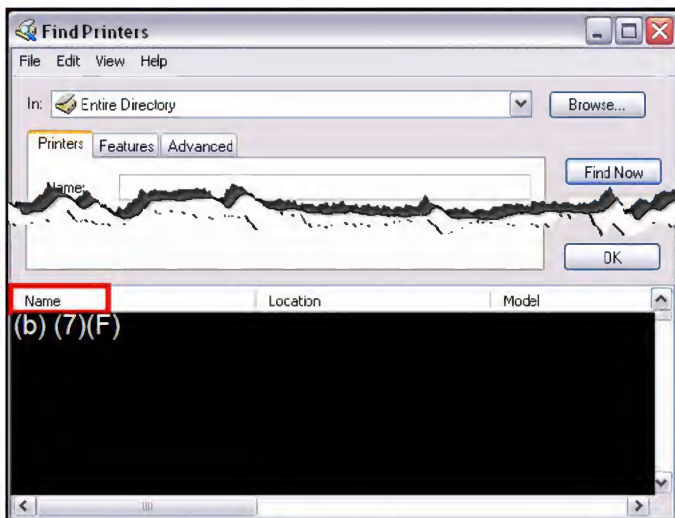


Figure 7

9. Click **Name** to sort the printers by name and then scroll to locate the printers for your location.
10. Select the desired printer in the list (Figure 8).
Click **OK**.

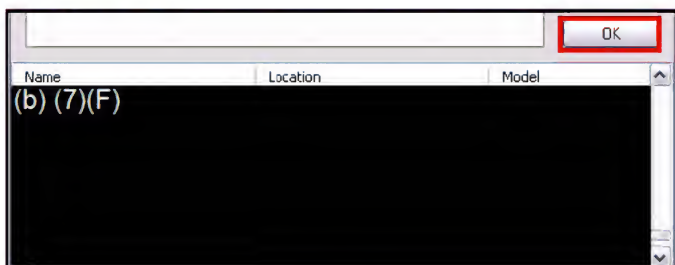


Figure 8

11. The Find Printers window closes. On the Add Printer Wizard select whether or not to make this your default printer for printing from windows (Figure 9). Click **Next**.

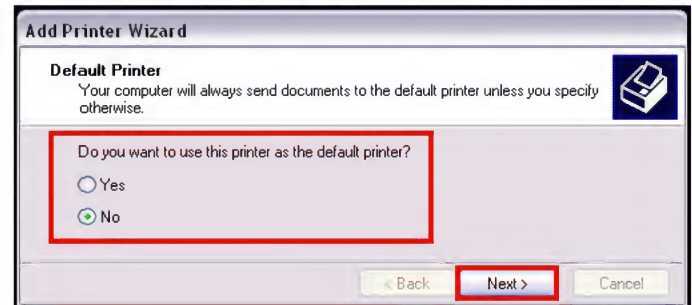


Figure 9

12. Verify the printer settings selected are correct (Figure 10). Click **Finish**.

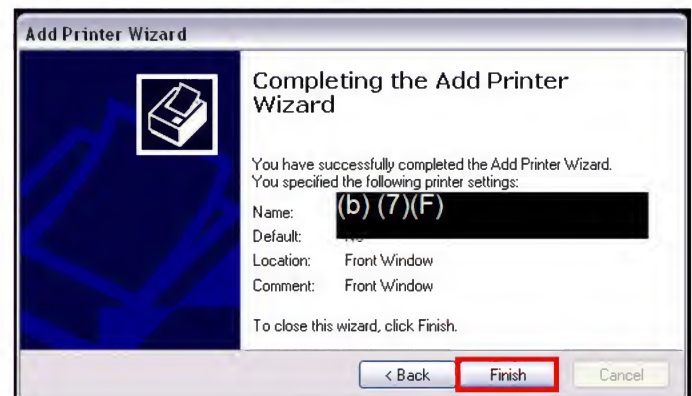


Figure 10

13. The Add Printer Wizard window closes. The added printer appears in the Printers and Faxes list (Figure 11).

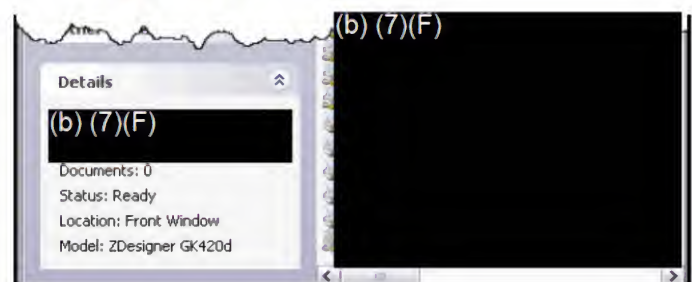


Figure 11

Note: The added printer is now available for selection within windows applications. If the printer assignment fails, contact the EOIR Help Desk.

14. Close the Printers and Faxes window.